



BILLING CODE: 3410-30-P

DEPARTMENT OF AGRICULTURE

Food and Nutrition Service

Agency Information Collection Activities: Proposed Collection; Comment Request -

Uniform Grant Application Package for Discretionary Grant Programs

AGENCY: Food and Nutrition Service (FNS), USDA.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on this proposed information collection.

This collection is a revision of a currently approved collection.

The purpose of the Uniform Grant Application Package for Discretionary Grant Programs is to provide a standardized format for the development of all Requests for Applications for discretionary grant programs released by the Food and Nutrition Service (FNS) Agency and to allow for a more expeditious OMB clearance process.

DATES: Written comments must be received on or before [insert date that is 60 days after publication in the Federal Register].

ADDRESSES: Comments are invited on: (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions that were used; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information

on those who are to respond, including use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

Comments may be sent to: Lael Lubing, Food and Nutrition Service, U.S. Department of Agriculture, 3101 Park Center Drive, Room 732, Alexandria, VA 22302. Comments may also be submitted via fax to the attention of Lael Lubing at 703-605-0363 or via email to lael.lubing@fns.usda.gov. Comments will also be accepted through the Federal eRulemaking Portal. Go to <http://www.regulations.gov>, and follow the online instructions for submitting comments electronically.

All responses to this notice will be summarized and included in the request for Office of Management and Budget approval. All comments will be a matter of public record.

FOR FURTHER INFORMATION CONTACT: Requests for additional information or copies of this information collection should be directed to Lael Lubing at 703-305-2048.

SUPPLEMENTARY INFORMATION:

Title: Uniform Grant Application Package for Discretionary Grant Programs

Form Number: SF-425

OMB Number: 0584-0512

Expiration Date: September 30, 2012

Type of Request: Revision of a currently approved collection.

Abstract: FNS has a number of discretionary grant programs. (Consistent with the definition in 7 CFR Part 3016, the term “grant” as used in this notice includes cooperative agreements.) The authorities for these grants vary and will be cited as part of each grant application solicitation.

The purpose of the revision to the currently approved collection for the Uniform Grant Application Package for Discretionary Grant Programs is to continue the authority for the

established uniform grant application package and to update the number of collection burden hours. The uniform collection package is useable for all of FNS' discretionary grant programs to collect information from grant applicants that are needed to evaluate and rank applicants and protect the integrity of the grantee selection process. All FNS discretionary grant programs will be eligible but not required, to use the uniform grant application package. Before soliciting applications for a discretionary grant program, FNS will decide whether the uniform grant application package will meet the needs of that grant program. If FNS decides to use the uniform grant application package, FNS will note in the grant solicitation that applicants must use the uniform grant application package and that the information collection has already been approved by OMB. If FNS decides not to use the uniform grant application package or determines that it needs grant applicants to provide additional information not contained in the uniform package, then FNS will publish a notice soliciting comments on its proposal to collect different or additional information before making the grant solicitation.

The uniform grant application package will include general information and instructions; a checklist; a requirement for the program narrative statement describing how the grant objectives will be reached; the Standard Form (SF) 424 series that request basic information, including budget information and a disclosure of lobbying activities certification (SF-LLL). In addition, grantees are required to submit the SF-425. The SF-425 is approved by OMB; however, reporting and recordkeeping burden hours associated with this form must be accounted for in each agency's information request packages.

The proposed information collection covered by this notice is related to the requirements for the program narrative statement. The requirements for the program narrative statement are based on the requirements for program narrative statements described in section 1c(5) of the OMB

Circular A-102 and will apply to all types of grantees – State and Local governments, Indian Tribal organizations, Non-Profit organizations, Institutions of Higher Education, and For-Profit organizations. The information collection burden related to the SF-424 series, and the lobbying certification forms have been separately approved by OMB.

REPORTING BURDEN:

Affected Public: (State, Local, and Tribal Government, Universities, Business-for and not-for-profit)

Pre-Award

Estimated Number of Respondents: 1,505

Number of Responses per respondent: 1

Estimated total annual responses: 1505

Hours per response: 80

Estimated total annual reporting burden: 120,400

Post Award

Estimated Number of Respondents: 296

Number of Responses per respondent: 5

Estimated total annual responses: 1480

Hours per response: 2.25

Estimated total annual reporting burden: 3,330

GRAND TOTAL ESTIMATED TOTAL ANNUAL REPORTING BURDEN: 123,730

RECORDKEEPING BURDEN:

Estimated Number of Recordkeepers: 296

Estimated number of records: 5

Estimated annual records: 1,480

Estimated annual hours per record keepers: .1169

Estimated total annual recordkeeping burden: 173

Estimated Grand Total for Reporting and Recordkeeping Burden: 124,199

Total annual reporting hours: 123,730

Total Recordkeeper responses: 296

Total record keeping hours: 173

Summary Level Recap
Affected Public: State, Local and Tribal Government, Universities, and
Business-for and Not-for-Profit
Annual Discretionary Grants/Cooperative Agreements
A.12-1 Reporting Burden for Pre-Award Estimates of Burden Hours

Type of Applicant	Total Number Estimated Number of Respondents (Responses)	Frequency of Response Per Respondent	Total Estimated Annual Responses	Estimated Time (hours) to Complete Each Application	Estimated Burden Hours
State & Local Government	916	1	916	80	73,280
Indian Tribal Governments	29	1	29	80	2,320
SUB-TOTAL STATE, LOCAL & INDIAN TRIBAL GOVERNMENTS	945	N/A	945	N/A	75,600
Non-profit Organizations	500	1	500	80	40,000
Universities	10	1	10	80	800
SUB -TOTAL NON-PROFIT ORGANIZATIONS	510	N/A	510	N/A	40,800

Produce Groups	50	1	50	80	4,000
SUB-TOTAL BUSINESS OR OTHER FOR-PROFIT	50	N/A	50	N/A	4,000
SUB-TOTAL	1,505		1,505		120,400

A.12-1a Reporting Burden for Post-Award Estimates of Burden Hours

Action	Number Respondents	No. Annual Response	Total Annual Response	Hours per Response	Total Annual Burden
Quarterly Progress and Financial Reports	212	4	848	2.25	1908.00
Annual Final Report	212	1	212	2.25	477.00
SUB-TOTAL STATE, LOCAL & TRIBAL GOVERNEMENTS	212	N/A	1,060	N/A	2,385.00
Quarterly Progress and Financial Reports	78	4	312	2.25	702.00
Annual Final Report	78	1	78	2.25	175.50
SUB-TOTAL NON-PROFIT ORGANIZATIONS	78	N/A	390	N/A	877.50
Quarterly Progress and Financial Reports	6	4	24	2.25	54.00
Annual Final Report	6	1	6	2.25	13.50
SUB-TOTAL BUSINESS OR OTHER FOR-PROFIT	6	N/A	30	N/A	67.50
Recordkeeper Responses	N/A	N/A	296	N/A	N/A
Post-Award Total Reporting Annualized Burden Estimates	296	N/A	1,776	N/A	3,330.00

A.12-1b Recordkeeping Burden for Post-Award Estimates of Burden Hours

Action	Number Respondents	No. Annual Response	Total Annual Response	Hours per Response	Total Annual Burden
Quarterly Progress and Financial Reports	212	4	848	.1169	99.13
Annual/Final Report	212	1	212	.1169	24.78
SUB-TOTAL STATE, LOCAL & TRIBAL GOVERNEMENTS	212	N/A	1,060	N/A	123.91
Quarterly Progress and Financial Reports	78	4	312	.1169	36.47
Annual/Final Report	78	1	78	.1169	9.12
SUB-TOTAL NON-PROFIT ORGANIZATIONS	78	N/A	390	N/A	45.59
Quarterly Progress and Financial Reports	6	4	24	.1169	2.80
Annual/Final Report	6	1	6	.1169	.70
SUB-TOTAL BUSINESS OR OTHER FOR-PROFIT	6	N/A	30	N/A	3.50
Post-Award Total Annualized Recordkeeping Burden Estimates	296	N/A	1,480	N/A	173.00

Robin D. Bailey Jr.
Acting Administrator
Food and Nutrition Service

July 20, 2012
Date

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